Request for Employment Certificate

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Department Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

To Whom It May Concern,

I am writing to formally request an employment certificate to confirm my employment status at [Company Name]. I require this certificate for [mention purpose, e.g., applying for a loan, visa application, etc.].

Here are my details for your reference:

- Name: [Your Name]
- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Joining Date: [Your Joining Date]

Please let me know if you require any additional information. I would appreciate it if the certificate could be issued by [mention desired date].

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Contact Information]